



### **Project Manager, TMC Arts**

As L.A.'s premiere performing arts destination, The Music Center convenes artists, communities, and ideas with the goal of deepening the cultural lives of every resident in Los Angeles County. The \$70 million non-profit performing arts organization has three divisions: TMC Arts, TMC Ops and TMC Business Services. TMC Arts, The Music Center's programming engine, provides year-round programming on Jerry Moss Plaza; outside at Gloria Molina Grand Park, a 12-acre adjacent green space; in schools and neighborhoods all over Los Angeles County; and inside The Music Center's four theatres, which include Walt Disney Concert Hall, Dorothy Chandler Pavilion, Ahmanson Theatre and Mark Taper Forum. TMC Arts provides free and low-cost public concerts and events, as well as K-12 arts learning programs, workshops, performances, interactive experiences and special events, and hosts an annual series of performances and other events by internationally-known dance companies. TMC Ops manages the theatres, the plaza and Gloria Molina Grand Park, which together comprise \$2 billion in county assets, on behalf of the County of Los Angeles. TMC Business Services includes Advancement, Human Resources, Finance, IT, Marketing and Communications. The Music Center is also home to four renowned resident partners—Center Theatre Group, Los Angeles Master Chorale, LA Opera and LA Phil.

#### **Position Summary:**

We are seeking an experienced arts administrator/producers to temporarily manage program(s)/project(s) progress. The temporary Project Manager(s) will work with key TMC Arts leaders on program execution. Reporting structure and assignments will depend on candidates' qualifications and currently program/project management needs

#### **Key Responsibilities:**

- Contracting: negotiate and create individual artist agreements following the established TMC contract language and procedures for legal approvals.
- Program development, planning supports and/or outreach.
- Company management/artist services: support onsite artist/partner needs, with local and out-of-town companies, including pre-planning and onsite support of travel and hotel arrangements, craft service, meals, and administration of per diem as required.
- Internal Music Center collaborator communications: Lead all communications and working processes including team convening, reporting, task management, pre- and post-project document creation and publication, timeline development, asset delivery (ex:

signage and promotional materials); liaising with other internal teams such as Marketing, Advancement, etc. for all program-related collaboration needs.

- Supervise Production Assistants on a per-project basis. As needed, recruit, manage and train part-time Production Assistants.
- Administrative responsibilities include: work with online artist application software, database, data entry/input, extraction and simple reports and scheduling and organizing project meetings.
- Must be able to work occasional evenings and weekends including holidays
- Other duties as assigned

**QUALIFICATIONS, EDUCATION and/or EXPERIENCE:**

- 3 years minimum related experience
- Bachelor's Degree or equivalent training/work experience
- Solid knowledge of arts programming practices with ability to apply these to project design, artist engagement and implementation; Broad familiarity with a variety of arts and cultural communities preferred; Must demonstrate track record of cultural sensitivity and competency.
- Knowledge and demonstrated experience with performing arts institutions and administrative practices, program management, artist/services, contract management and institutional finance procedure.
- Relevant project management experience.
- Prior experience with large-scale company management, particularly for touring productions preferred.
- Strong communication skills and attention to detail with strong follow-through skills.
- Able to think through complex projects and use logic and reason to develop and propose solutions;
- Ability to efficiently manage time and workload including planning, prioritizing, organizing, follow-through on a variety of tasks, assignments, projects and reports;
- Work both independently, proposing new approaches to existing systems, and collaboratively problem solving on a foundation of solid relationships;
- Excellent people management ability; strong communication skills a wide variety of people; tact and diplomacy;
- Demonstrated commitment and experience in fostering an environment of diversity and inclusion, both in the workplace and for each TMC Arts project.
- Ability to effectively represent the organization and its mission.
- Proficiency in technology and technology-based communications, as well as full proficiency in computer use: Word, Excel, PowerPoint, and Outlook, is required.
- Able to lift and move objects of up to 25 pounds
- Must have a reliable source of transportation.
- Fluency in Spanish is a plus.
- Must be able to work occasional evenings and weekends including holidays



**Vaccination Policy:** The Music Center requires its employees to be vaccinated against COVID-19 with one booster, subject to certain exemptions as required by law. New hires working at The Music Center must be fully vaccinated no later than 60 days after hire and until they are fully vaccinated will be required to submit weekly proof of negative laboratory COVID-19 test and submit to additional masking and social distancing requirements. Please contact The Music Center's Human Resources Department for a copy of the vaccination policy.

**PAY RANGE: \$35.00/hour - \$37.00/hour**

**WORK WEEK SCHEDULE:** The Music Center operates with a hybrid work schedule. TMC Arts staff are required to work on site and in-person for weekly meetings and live events.

**LENGTH OF ASSIGNMENT:** These are temporary positions.

Work hours may fluctuate, depending on the needs of the programs/projects. Some projects may require full-time hours.

To apply, please click [here](#).

Please complete the employment application and submit a cover letter and resume. Incomplete submissions will not be considered.

**EQUAL OPPORTUNITY EMPLOYER**